

# Positive Goals Attendance Policy

## Statement of Intent

Positive Goals is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of awards to promote good attendance and punctuality.

The Management Committee, Lead Teacher and Staff in partnership with parents have a duty to promote full attendance at Positive Goals.

## Parental Responsibility

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe. Parents should regularly update the school and inform on when their child is returning.

Pupils are expected to arrive by 9.30am. All pupils that arrive late must report to Colne Primet Academy school office where a member of the Positive Goals staff will collect and the reason for lateness is recorded.

## The Role of the School Staff

At Positive Goals there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The Attendance Officer at pupils parent school has overall responsibility for monitoring attendance issues.

Positive Goals teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present, absent or late. Positive Goals teachers notifies The Attendance Officer of children whose attendance is causing concern.

It is the responsibility of Positive Goals teachers to ensure:

- Attendance and lateness records are up to date.
- If no reason for absence has been provided the Attendance Officer at the pupils parent school will be notified and parents will be contacted on the first day of absence by phone call.
- Where there has been no communication, letters are sent to parents requesting reasons for absence.

- The appropriate attendance code is entered into the register (National Attendance Codes).
- Parents are informed of pupils attendance figure during Positive Goals.

#### Timeline of School Action for Poor Attendance

- 95 - 100% attendance - class teacher to investigate and notify The Attendance Officer at parent school of concerns. The Attendance Officer to contact parent if appropriate.
- 90 - 95% attendance - school intervention letters/meeting with parents – consider Penalty Notice or Early Help Notification.
- Below 90% - Where the absences have not been authorised consult with the Local Authority School Liaison Officer and a referral to PRU, Inclusion and Attendance Service may be considered.

#### Children Missing Education

No child should be removed from Positive Goals without consultation between the Positive Goals teachers and parent school when appropriate. Please see circumstances below:-

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-

- If the whereabouts of the child is unknown and the school have failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

#### Lateness

At Positive Goals the register is taken at 9.30am and 12.45pm. Pupils arriving after these times must enter school by the main entrance of Colne Primet Academy and report to reception where they will be collected by Positive Goals staff and name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.35am and 12.50pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Lancashire County Council's Education Penalty Notices Code of Conduct

(<https://www.lancashire.gov.uk/children-education-families/schools/pay-an-education-penalty-notice/>).

#### Authorising Absence

Only the Head Teacher from the parent school can authorise absence using a consistent approach. The Head Teacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

Absence (leave) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays

Persistent unauthorised absence may result in a referral to the Local Authority for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupils previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Head Teachers from the parent school can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.